



SUMMARY

Leeds, Grenville and Lanark Municipal - Public Health Networking Call, Friday, March 15, 2024

Recording: <https://us06web.zoom.us/rec/share/1nu21k0bKWGFInELrVw37XRxvBQCvdZzcM8Cmyqfvy2e36UOeCTiQuxQILYC43M9.vXdgT80uGE3aoTeo>

Passcode: qvqc^99U

- 1.0 **Welcome/Introductions** – Peter McKenna, Chair of the Leeds, Grenville & Lanark District Health Unit Board of Health and Municipal Counsellor in Smiths Falls
 - Welcome greetings extended. Heading into event season, it is nice to see a good response to our invitation.
 - Dr. Linna Li, Medical Officer of Health, mentioned that a lot of the work that the Health Unit does is interfacing and offering support to our municipalities in a variety of ways. Among our participants today from the Health Unit are our municipal team, public health inspectors, and our Smoke-Free Ontario Act enforcement team.

- 2.0 **Topic: Organizing Special Events** – Danielle Shewfelt (Municipal Public Health Nurse), Kathryn Allwright-Casselden (Municipal Public Health Nurse)
 - The plan is to walk through all of the information on our website to help community / municipalities plan for upcoming special events (this includes the [solar eclipse](#)), with the goal of introducing a new section on our website for event organizers.
 - Today will be an overview of Health Unit resources to support event planning.
 - The Health Unit can be a partner in hosting healthy, safe, and welcoming events. There are several topics which are aligned with the Ontario Public Health Standards (OPHS), a provincial guidance document that mandates what we do.
 - In the planning and execution of an event these topics include:
 - Food and Water Safety
 - Emergency Planning
 - Healthy Eating
 - Event Transportation
 - Alcohol, Smoking & Vaping
 - Respiratory & Infectious Disease Prevention
 - Equity and Inclusion
 - How to find the new section called **Event Organizers** on our website:
 - ➔ **Health Unit Website:** <https://healthunit.org/>
 - ➔ **For Professionals:** <https://healthunit.org/for-professionals/>
 - ➔ **Event Organizers:** <https://healthunit.org/for-professionals/event-organizers/>
 - We are happy to consult by phone, email, or in-person.
 - Event planning supports from the Health Unit:
 - ➔ Consultation

SUMMARY Leeds, Grenville and Lanark Municipal – Public Health Networking Call

- Input on municipal policies and by-laws regulating events
- Checklists
- On site inspection and enforcement
- Signage
- We want to hear from you!
 - Which sections are you most likely to use?
 - How can we improve?
 - How else can we promote this information?
- We welcome your feedback.

3.0 Questions/Comments – Sarah Burris-Senior Public Health Inspector (PHI) Food Safety/Safe Water, Joyce MacNeil-Senior Public Health Inspector (PHI) Healthy Environments/Health Hazards/Emergency Response, Chris Eady-SFOA Inspector

- Comment: Smiths Falls Councillor, Peter McKenna shared that every 25 years they host a week long event called Old Home Week August 2025. The planning committee is well underway; have already made a note to invite the Health Unit to a planning committee meeting.
- Question: Councillor Jane Torrance, Almonte, Mississippi Mills: Have a specific question regarding PSS's and Food Vendors. Do they have to have a form specific to the event? What is the turnaround time?
 - Answer: Joyce MacNeil, Senior PHI - When the event organizer fills out the form, they have to fill out a list of vendors. The Health Unit requires the vendor to complete the vendor form for each event. Completion of these forms offers us familiarization of the vendor and helps with planning our inspections. We are able to get back to the vendor within a week or two to follow-up. New vendors may require more time – for example ensuring compliance with food regulations.
- Question: Councillor Jane Torrance commented that this is a level of bureaucracy that municipalities are not use to. What happens if they are not completed?
 - Answer: Joyce MacNeil, Senior PHI - We have had occasions where they were not completed, but if the event organizer has them listed – we can contact the vendor to fill out the vendor application for us to follow-up.
- Question: Councillor Torrance said she can imagine how many phone calls she will get. They have a lot of events in the community and the fact that they have to do this and ask for permissions sounds like a gatekeeping thing. Rather than asking to have it passed a second time, can we revisit?
 - Answer: Sarah Burris, Senior PHI - This is not a new requirement and has been in place for decades. The evolution over the years was first done on paper; now we have it on our website completing a whole risk assessment so we know who is in attendance and whether they are subject to certain exemptions. Just because they were inspected in another jurisdiction does not change the requirements. This is a provincial requirement.
- Comments: Councillor Jane Torrance said that there are dozens of events in Mississippi Mills. Need time to educate and figure things out – there will be push back once it is known.

Peter McKenna added that the province is reviewing all of the standards and requirements of the health units and recommended to Jane that she let the province know how she feels. Peter added that event planning was highlighted because the Health Unit website was updated – the intent is not to add a layer of bureaucracy but to highlight public health safety. – ***see more information below on event planning***

SUMMARY Leeds, Grenville and Lanark Municipal – Public Health Networking Call

Information on Event Planning:

- Event Co-ordinators are required to notify the Health Unit of your intent to sell or serve food and/or offer personal services (e.g. tattooing) at special events and farmers' markets. We request this information at least 30 days prior to the event: [Event co-ordinator notification form](#).
- Food Vendors are required to complete the [food vendor application](#) within 10 working days prior to the event.
- There is a section at the bottom of the vendor form called 'Save and Continue Later'. The vendor can complete the form in its entirety, click the 'Save and Continue Later' to edit the form to add other events they are attending. This feature allows for multiple submissions.

4.0 **Next Call:** Friday, April 12th at 10:00 am.